

ADMINISTRATIVE - INTERNAL USE ONLY

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PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 22 November 1988

1. Status of Tasks Assigned by Senior Management:

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2. Major Events That have Occurred During the Preceding Week:

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a. [ ] reported that the final report on reduction of transactional costs is being internally routed for concurrence. The report recommends increasing the imprest fund disbursement authority from \$1000 to \$2500 per transaction. This change in policy is expected to increase end user satisfaction by minimizing paperwork for small purchases at this level. (AIUO)

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d. [ ] continued with installation and testing of the Agency Contracts Group's Core Team prototype, including hardware, software, and cabling. The network will be up and running before 24 November and ready for loading of applications software and further development. (AIUO)

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SUBJECT: OL/PMS Weekly Report for the Period Ending 22 November 1988

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e. [ ] drafted a memorandum recommending that four completed but unsettled contracts not be novated. (AIUO)

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f. [ ] is attending "LOTUS" training on 22 November. (AIUO)

g. During this reporting period, 165 contract actions and 84 amendment actions were entered into the CONIF system. (AIUO)

3. Upcoming Events:

An executive session of the Agency Contract Review Board is scheduled for 29 November to review a sensitive docket for the Directorate of Operations. (AIUO)

4. Management Activities and Concerns:

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